

## Trade Union Leave Application Form – HR 108 (q)

This form is to be used by employees to apply for Trade Union Leave. You must reasonable notice to your employer before commencing Trade Union Leave. Please complete in Block Capital/Tick appropriate boxes. Format Date fields as DDMMYYYY

To be completed by the employee														
Surname:						First Name:								
Grade:						Personnel No:								
Location:						PPS. No.								
I hereby notify my employer that I intend to take Trade Union Leave in accordance with the provisions of the HSE Terms and Conditions of Employment (Revised) May 2009														
Leave applied for: (tick appropriate box)				Annual delegate conference <input type="checkbox"/>				Special delegate conference <input type="checkbox"/>				Executive meetings <input type="checkbox"/>		
Number of days leave applied for:														
From date												To date		
Signature						Date								
To be completed by the Line Manager														
I have checked the relevant supporting documentation required for the leave requested and confirm that the leave required complies with the terms outlined in the relevant HR policy														
Application Approved				Yes <input type="checkbox"/> No <input type="checkbox"/>				If no, give reason						
Signature:						Date								
Name (Capitals)						Grade								
Contact Phone No:						Mobile No:								
Email Address:														
To be completed by Human Resources Personnel Administration														
System Updated by:						Name:								
Contact Phone No:						Date								
Comments:														
Circulation List														
1						2								
3						4								
5						6								
7						8								

# Explanatory Note on Trade Union Leave

## Leave for Trade Union Representatives

### Time off During Work

Employee representatives may be granted time off with basic pay to undertake routine duties arising from their position.

Time off to attend union duties is at the discretion of the relevant line manager and is contingent upon service needs being met. Requests for such leave will not be unreasonably withheld. The Labour Relations Commission's Code of Practice should be used for guidance.

### Special Leave with Pay

Special leave with pay may be granted to non full-time representatives to attend conferences/meetings who are duly authorised to attend such meetings.

The following time limits apply:

#### **Association / Union Meetings**

Annual delegate conferences 2 days per annum

Special delegate conferences 1 day per annum

Executive meetings 20 days per annum

#### **Conference of the Irish Congress of Trade Unions**

Annual conferences and special delegate conferences No Limit

The grant of time off during work and special leave as outlined above should be extended to time necessarily spent travelling to and from the meeting in question. The granting of such leave is also subject to the representative's Department / Office's ability to release the representative, having regard, to the exigencies of official work.

In relation to special leave with pay, a representative will have to submit a written application for the leave to the appropriate manager, giving details of the purpose for which the leave is sought and other relevant information at least **two weeks** (except in exceptional circumstances) before the date on which the leave is due to commence.

***c.f. [Department of Health & Children Circular No. S146/11](#)***